



UNITED STATES MARINE CORPS  
Marine Corps Logistics Command  
814 Radford Boulevard Ste 20301  
Albany, Georgia 31704-0301

IN REPLY REFER TO:  
4000  
L40  
28 April 04

From: Commanding General  
To: Distribution List

Subj: LETTER OF INSTRUCTION (LOI) FOR PROCESSING DEPARTMENT  
OF DEFENSE (DoD) CIVILIAN EMPLOYEES AND CONTRACTOR  
PERSONNEL FOR DEPLOYMENT

Ref: (a) DoD Instruction 3020.37  
(b) SECNAVINST 5720.44A  
(c) DoD 1404.10  
(d) DoDI 1400.32  
(e) DoDD 1400.31  
(f) DoDD 3025.14  
(g) CMC Washington DC PR RFO (UC) msg 141406Z Nov 03

Encl: (1) Deployment Responsibilities Checklist  
(2) Deployment Load for Civilian Personnel  
(3) Civilian Employee/Contract Personnel Pre-Deployment  
Responsibilities Checklist  
(4) Report of Medical History (DD2807-1)  
(5) Report of Medical Examination (DD2808)  
(6) Anthrax Immunization Flowsheet (SF601)  
(7) Record of Emergency Data (DD93)  
(8) Special Interest Code (SIC) List  
(9) Travel Order Guidance

1. Situation. Reference (a) directs Department of Defense (DoD) components to rely on the most effective mix of the Total Force, including DoD civilian and contract resources, necessary to fulfill assigned peacetime and wartime missions and also provides guidance on the continuation of essential contractor services during crises.

2. Mission. Marine Corps Logistics Command (MARCORLOGCOM) will ensure that DoD civilian employees and contract employees (hereafter collectively known as civilian personnel unless otherwise specified) are properly screened, processed, trained, and equipped in accordance with guidance issued by the DoD and/or operating forces in order to deploy in-theater for the purpose of providing essential services. The purpose of this LOI is to

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provide guidance for the pre-deployment screening, processing, training, and equipping of civilian personnel in support of

Marine Corps missions. Enclosures (1) through (3) provide general deployment guidance and information.

### 3. Execution

a. Concept of Operation. The process for preparing civilian personnel for deployment will vary depending on the type of support required and requirements in individual contracts. Adjustments to this LOI may be made on a case-by-case basis. Upon MARCORLOGCOM's receipt of a request for support that requires the deployment of civilian personnel, MARCORLOGCOM will coordinate with the supporting command or organization to establish a basic plan to properly screen, process, train, and equip civilian personnel. In most cases involving operating forces units the respective G-4 will publish a deployment LOI that will outline specific requirements for the deploying individual. Plans, Policy and Operations (PP&O) Department, MARCORLOGCOM, will task the applicable command or organization with the support requirement. The command or organization will coordinate the deployment of civilian personnel in accordance with DoD, published operating forces deployment instructions and with guidance provided by the MARCORLOGCOM Manpower Office. The command or organization will provide situation reports to PP&O as required to keep MARCORLOGCOM apprised of operations until the issued tasker is complete.

(1) Command-Hosted Personnel. Command-Hosted personnel are those emergency-essential civilian personnel who directly support Marine Expeditionary Force (MEF) Major Subordinate Commands (MSCs) in garrison and who will deploy, support, and re-deploy with their respective commands. MARCORLOGCOM is responsible for ensuring that civilian personnel are properly screened, trained, and equipped along with all deploying service members in accordance with DoD and published operating forces deployment instructions, and guidance provided by the MARCORLOGCOM Manpower Office.

(2) Individual Augments. Individual Augments are those emergency-essential civilian personnel who will deploy independently from the commands they are to support, and who may support more than one MSC in-theater. MSCs will identify requirements for contractor support and submit requests through contract channels to Marine Corps Systems Command (MCSC) and inform the MEF G-4. The MEF G-4 will track all civilian personnel support in-theater and will coordinate the pre-deployment screening, processing and training for civilian

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personnel. Marine Logistics Command (MLC) will act as the in-theater manager of civilian personnel.

b. Deployment Phase

(1) Notification Phase. During the Notification Phase, MARCORLOGCOM is notified to prepare civilian personnel for possible deployment. Due to the long lead time involved with certain requirements, such as immunizations and visas, preparations must be initiated immediately. When a deployment date is determined, a message will be sent to the cognizant contracting officer, agency, command or activity to notify civilian personnel to mobilize and report to the appropriate Civilian Processing and Departure Point (CPDP) or host command. MARCORLOGCOM shall ensure that civilian personnel are medically and physically qualified to deploy and that they report for processing with all personal items, clothing, tools, and equipment required to perform their Statement Of Work (SOW) in-theater. Individuals requiring vision corrective lenses (glasses or contact lenses) will be required to have a government administered eye examination and will be issued optical inserts for the protective mask. Contractors shall ensure their employees are briefed regarding the potential danger, stress, physical hardships and field living conditions and certify in writing that contract employees acknowledge and accept these conditions. Contractors shall check their company life insurance policies to ensure they do not have a war clause which would prevent payment should death occur in a combat zone. A copy of this acknowledgement, as well as a record of medical qualification, shall be provided to the CPDP or hosting command.

(2) Processing Phase. During the Processing Phase, which will take place approximately five days prior to scheduled deployment, civilian personnel will report to a CPDP. The primary CPDP will be located at Camp Pendleton, California, with additional CPDPs being established at other locations, depending on the geographic locations of the personnel to be processed. MARCORLOGCOM shall be responsible for providing civilian personnel who meet the physical standards and medical requirements for job performance in the designated theater of operations. The CPDP or host command will review all MARCORLOGCOM documentation to verify that they have met the pre-deployment responsibilities. The CPDP will then provide classroom training and practical familiarization with personal protective equipment such as Nuclear Biological Chemical (NBC), Mission Oriented Protective Posture (MOPP) gear and coordinate

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shipment of contractor-required equipment to perform in-theater (does not include personal tools). The CPDP will issue

Identification (ID) cards and other documentation and prepare a Deployment Packet for qualified candidates. In some cases, civilian personnel may be required to bypass the CPDP and report directly in-theater. These requirements will be handled on a case-by-case basis. Enclosures (1) through (9) and the points of contact listed in this LOI are provided for guidance and assistance. Note enclosure (1) is specific to contractors.

(3) Processing Complete. Upon completion of processing, the CPDP or host command will issue an endorsement letter stating training and processing has been completed and that civilian personnel are capable of employment in-theater. A copy of this letter will be placed in the Deployment Packet. The CPDP or host command will apprise the In-theater Central Processing and Departure Point (ICPDP) and the MEF G-1 via Naval Message or E-Mail of the civilian personnel's travel itinerary and Contractor Furnished Equipment (CFE) manifest. The host command or CPDP will submit country clearance requests for civilian personnel.

(4) In-theater Processing. In-theater processing will consist of a review of civilian personnel documentation, duplication and retention of records, issue of personal gear (as necessary), briefing of local information or Commander's guidance (as necessary), assignment to messing and lodging, issue of local identification (as required), coordination of link-up with CFE needed to perform in-theater, and assignment to a work area. Processing may be performed by the ICPDP or host command.

(5) Deployment. After successful completion of CPDP processing, civilian personnel will deploy to theater. Travel will be by government-owned or government-contracted conveyance, unless otherwise arranged with MARCORLOGCOM. Upon arrival in-theater, civilian personnel will report to a reception point, where they will be issued equipment and receive any theater-specific training. MLC will manage the in-theater reception point and track movement of civilian personnel.

(6) In-Theater Work. While contractor work may be under the supervision of a deployed unit or work center, only the contracting officer or his/her designated representative may amend the contractor's SOW. All contract employees, including sub-contractors, will comply with all guidance, instructions, and general orders applicable to U.S. Armed Forces and DoD civilians as issued by the Theater Commander or his/her representative.

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This will include any and all guidance and instructions issued based upon the need to ensure mission accomplishment, force protection and safety. All contract employee performance and conduct problems will be identified by the cognizant contracting officer or his/her designated representative. The contractor shall promptly resolve all performance issues to the satisfaction of the contracting officer. The contracting officer may direct the contractor, at the contractor's expense, to remove or replace any contract employee failing to adhere to instructions and general orders issued by the Theater Commander or his/her designated representative or for failure to perform the work statement. Before operating any military owned or leased equipment, the contract employee shall provide proof of license (issued by an appropriate governmental authority) to the contracting officer or his/her representative. The government, at its discretion, may train and license contract employees to operate military owned or leased equipment. The contractor and its employees will be held jointly liable for all damages resulting from the unsafe or negligent operation of military owned or leased equipment.

(7) Re-deployment. Upon completion of the SOW, or when required to return to point of origin, civilian personnel will be processed for retrograde deployment. Processing may be conducted by MLC at the in-theater reception point or by the host command. Retrograde processing will consist of the return of issued equipment or collection of payment for lost or damaged equipment; return of controlled identification; coordination of shipment of CFE to the contractor's facility; coordination of travel; and notification to the MEF and MARCORLOGCOM.

c. Tasks

(1) MARCORLOGCOM Headquarters Element and Special Staff

(a) Utilizing the criteria detailed within the support request provided by PP&O, develop an estimate of support. Liaison with PP&O as needed to produce the best estimate possible.

(b) Submit the estimate of support to PP&O for routing to the Commanding General (CG) for approval.

(c) If civilian personnel are required to deploy from your organization, notify Commanding Officer, MCLB Albany (Base

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Adjutant) for reporting purposes and prepare deploying civilian  
personnel in accordance with this LOI, references (a) through (g)

and specific deployment LOI/guidance that may be provided by the  
requesting unit. Notification/report to Commanding Officer, MCLB  
Albany will include all deploying personnel by name, rank and  
designation (military, civilian or contractor), location and  
departure/return date on orders.

(2) MARCORLOGCOM Manpower Office. Provide guidance and  
assistance to personnel and/or their supervisors regarding  
deployment requirements and preparation.

(3) MARCORLOGCOM HQ Plans, Policy and Operations  
(PP&O) Department

(a) Task the appropriate command or department with  
the support requirement.

(b) Consolidate all lists of deploying civilian  
personnel for MARCORLOGCOM and report as required.

(c) Provide copies and updates of the deployment list  
to all departments/commands as necessary.

(d) Provide estimates of support via naval message to  
units requesting support.

(4) Civilian Human Resources Offices. Provide guidance  
and assistance as needed regarding DoD civilian employee benefits  
such as life insurance, leave, health, records, injury,  
beneficiary forms, pay entitlements, etc.

(5) Marine Corps Logistics Bases (MCLBs) Albany and  
Barstow

(a) Provide guidance on legal matters involving  
deployment of DoD civilian employees.

(b) Assist in the preparation of optional wills and  
powers of attorney for deploying civilian personnel.

(c) Provide civilian personnel with medical  
screening, immunizations and guidance in accordance with  
references (a) through (g).

(d) Provide guidance and assistance regarding time  
and attendance reporting as required.

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(e) Provide assistance regarding identification requirements such as Geneva Convention/Identification Cards, official (red) passport, tags, etc. for civilian personnel.

(f) Provide assistance and advice in the preparation of travel orders for civilian personnel.

(g) Consolidate all personnel (military, civilian and contractor) deploying numbers and report them to PP&O as required. Commanding Officer, MCLB Albany (Base Adjutant) will report for geographic Albany. Commanding Officer, MCLB Barstow will report for geographic Barstow.

(h) Utilizing the criteria detailed within the support request provided by PP&O, develop an estimate of support. Liaison with PP&O as needed to produce the best estimate possible.

(i) Submit the estimate of support to PP&O for routing to the CG for approval.

(j) If civilian personnel are required to deploy from your command, notify PP&O for reporting purposes and prepare deploying civilian personnel in accordance with this LOI, references (a) through (g) and specific deployment LOI/guidance that may be provided by the requesting unit.

(k) Issue travel orders for deploying civilian personnel.

(6) Maintenance Center Albany (MCA) and Maintenance  
Center Barstow (MCB)

(a) Utilizing the criteria detailed within the support request provided by PP&O, develop an estimate of support. Liaison with PP&O as needed to produce the best estimate possible.

(b) Submit the estimate of support to PP&O for routing to the Commanding General for approval.

(c) If civilian personnel are required to deploy from your command, notify the applicable Commanding Officer, MCLB for reporting purposes and prepare deploying civilian personnel in accordance with this LOI, references (a) through (g) and specific

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deployment LOI/guidance that may be provided by the requesting unit. Notification/report to Commanding Officer, MCLB will include all deploying personnel by name, rank and designation

(military, civilian or contractor), location and departure/return date in orders. Commanding Officer, MCLB Albany, (Base Adjutant) will report for geographic Albany. Commanding Officer, MCLB Barstow, will report for geographic Barstow.

(7) Blount Island Command

(a) Utilizing the criteria detailed within the support request provided by PP&O, develop an estimate of support. Liaison with PP&O as needed to produce the best estimate possible.

(b) Submit the estimate of support to PP&O for routing to the Commanding General for approval.

(c) If civilian personnel are required to deploy from your command, notify PP&O for reporting purposes and prepare deploying personnel in accordance with this LOI, references (a) through (g) and specific deployment LOI/guidance that may be provided by the requesting unit. Notification/report to PP&O will include all deploying personnel by name, rank and designation (military, civilian or contractor), location and departure/return date on orders.

4. Administration and Logistics

a. Medical and Dental. MARCORLOGCOM is responsible for providing civilian personnel who meet the physical standards and medical requirements for job performance in the designated theater of operations. The CPDP or host command will review all documentation to verify that civilian personnel have met the pre-deployment responsibilities and will determine an individual's suitability for deployment. To ensure proper fit of personal protective equipment, civilian personnel shall be clean-shaven and be height-weight proportionate. When civilian employees are provided respirators, they must receive a medical clearance and be fit tested by the Respiratory Protection Program Manager (RPPM). All deploying civilian personnel will complete enclosures (4) and (5). Civilian personnel will have their civilian physician and dentist complete applicable portions of enclosure (5). Equivalent civilian medical and dental forms are also acceptable. Specific details of medical requirements will be identified and published by DoD or operating forces. Military medical personnel will administer anthrax immunizations (as required) to civilian personnel who will spend more than 15



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consecutive days in-theater. A minimum of three anthrax immunizations, administered over a six-week period, are required prior to deployment for personnel needing this immunization.

Civilian personnel will begin the anthrax immunization series as soon as deployment is anticipated if required. Enclosure (6) will be completed by military medical personnel at the CPDP or host command. Additional anthrax immunizations will be administered by medical personnel in-theater as required. Deoxyribonucleic Acid (DNA) sampling will also be conducted at the CPDP or host command for civilian personnel and will be processed and retained in the same method as for military personnel. When applicable or in accordance with (IAW) a standing contract, the host commands may provide to contract employees emergency medical and dental care commensurate with the care provided to DoD civilians deployed in the theater of operations.

b. Record of Emergency Data. All deploying civilian personnel will complete enclosure (7) prior to deployment. This document will serve as the primary source for notification of Next Of Kin (NOK) in the event of casualty. The proper authorities as detailed in this LOI will initiate notification of NOK.

c. Passports and Visas. All deploying civilian personnel must possess a valid passport. DoD civilian employees are eligible to obtain an official (red) passport. All other civilian personnel must possess a tourist (blue) passport and visas for the countries to be visited. Visas are required for some countries for both official and tourist passports. All personnel are encouraged to begin the passport and/or visa process as early as possible. At a minimum, the following documents are required for obtaining a passport: certified birth certificate; two passport photos; identification card or driver's license; and the appropriate passport application. The Foreign Clearance Guide (FCG) provides up-to-the-minute requirements for all countries. The website for FCG is [www.fcg.pentagon.mil](http://www.fcg.pentagon.mil).

d. Identification cards. CPDPs or host commands will issue Geneva Convention/Identification Cards to all deploying civilian personnel. This card must be surrendered upon mission completion.

e. Identification tags. CPDPs or host commands will issue identification tags (dog tags) to all deploying civilian personnel. These need not be surrendered upon mission completion.

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f. Security

(1) Clearances. If a security clearance is required, security clearances will be submitted to the Security Manager of the host command. Civilian personnel requiring a clearance will submit clearance information as directed via FAX (Visit Request) or naval message. The list must be in the format: rank; last name; first name; middle initial; social security number; date, city and country of birth; and date/type of investigation.

(2) Transportation of Classified Material. Civilians may transport classified material aboard military-owned or military contracted aircraft, provided they possess the requisite security clearance and have authorization to carry classified material written in their orders. Transportation of classified material aboard commercial aircraft requires a letter of authorization from the appropriate Security Manager.

(3) Security Badges. Host commands will issue security badges to civilian personnel as required.

g. Personal Clothing. No military uniforms will be issued to civilian personnel. All civilian personnel are required to bring the necessary personal clothing and safety equipment appropriate for the climate and living conditions. Clothing will be distinctive and unique and not imply that the civilian is a military member or combatant. Civilian personnel must provide their own cold-weather and wet-weather clothing.

h. Individual Military Equipment. The U.S. Government will furnish civilian personnel with all necessary personal military equipment, including helmet, body armor, NBC Personal Protective Equipment, canteens, web gear, and sleeping bag. Civilian personnel will be issued the gear by MLC (CIF) upon arrival in-theater and will return it to MLC before departing theater. Assignment of equipment and gear by MARCORLOGCOM will be made on a case-by-case basis. NBC gear should be inspected as applicable prior to individual issue. Contractors are responsible for reimbursing the Government for loss or damage.

i. Weapons. Force protection will be provided by military personnel at all times. Civilian personnel cannot bring or possess any firearms or explosives of any kind. Personal weapons are strictly prohibited. Personally-owned knives, with a blade

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length less than four inches, are permitted, provided they are  
transported in checked luggage.

j. Contractor Furnished Equipment (CFE). Unless otherwise  
stipulated by contract, the contractor will be prepared to move  
material and equipment (excluding personal hand tools) using U.S.  
government transportation and comply with applicable  
transportation regulations. The CPDP or host command will assist  
the contractor, as necessary, in coordinating shipment of CFE to  
the Area of Responsibility (AOR).

k. Prohibited Items. Possession of pornography, alcoholic  
beverages, personally-owned firearms, and explosives are strictly  
prohibited.

l. Messing. During CPDP processing, messing costs are the  
responsibility of civilian personnel. In-theater, civilian  
personnel are entitled to full use of dining facilities at any  
U.S. military installation.

m. Computers. If contractor owned computers are required in  
the performance of work, they must be labeled with  
identification stickers identifying the highest security  
classification of information contained within. All computers  
will have the latest anti-virus software installed.

n. Orders/Funding. Per reference (g), the office/department  
the civilian is assigned to will initially fund all O&MMC/O&MMCR  
costs for contingency operations, including  
deployment and redeployment costs. Maintenance Centers Albany  
and Barstow DoD civilian employees are the exception. They will  
be funded from O&MMC/O&MMCR vice Navy Working Capital Fund  
(NWCF). It is critical that the appropriate Special Interest  
Code (SIC) is used to record/report incremental costs in support  
of each operation for potential future reimbursement. The sample  
of operations related to the global war on terrorism are listed  
in enclosure (8). CPDPs will issue orders or endorse existing  
orders or contracts for civilian personnel. The orders will  
include the contract number (if applicable); a statement  
authorizing travel aboard military aircraft; a statement  
authorizing the carry of classified material (if applicable); and  
a statement that the contractor will be held responsible for the  
loss of any government-issued equipment. Suggested bullets and  
additional guidance for use in preparing orders for deploying  
personnel are provided in enclosure (9).

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o. Training. CPDPs or host commands will provide classroom or written instruction to all civilian personnel deploying.

Some of the topics that will be covered are listed below:

(1) Personal protective measures against Biological and Chemical Weapons.

(2) Cultural aspects of the countries to be visited.

(3) Rules of Engagement/Status of Forces.

(4) Level One Anti-Terrorism.

(5) Foreign Intelligence Brief (unclassified).

(6) Medical threat and medical self-aid/buddy care.

(7) Defensive travel briefing.

p. Deployment Packets. CPDPs or host commands will prepare Deployment Packets for all deploying civilian personnel. The packets must include: Record of Emergency Data (DD93); Report of Medical History (DD2807-1); Report of Medical Examination (DD2808); record of training received; and a copy of orders and endorsements. The original Deployment Packet will remain with the CPDP or Continental United States(CONUS) headquarters of the host command. A copy of the Deployment Packet, along with original orders and endorsements, will be carried with the individual deploying.

q. Family Readiness. MARCORLOGCOM, host commands and CPDPs will encourage and assist civilian personnel in sound financial and legal planning prior to deployment. Staff Judge Advocates may assist in the preparation of wills and powers of attorney. It is mandatory that civilians participate in the Direct Deposit Program. Deploying personnel will bring U.S. currency, personal checks, an ATM card, and a credit card. While working in-theater, civilians may use morale, welfare, and recreation services commensurate with that provided to military personnel. Civilian personnel are not eligible for Serviceman's Group Life Insurance (SGLI). Contractors are responsible for their own health and life insurance benefits. Insurance should allow for traveling in military vehicles. As required by the operational situation, the government will relocate contract personnel (who are citizens of the United States, aliens resident in the United States or third country nationals, not resident in the host nation) to a safe area or evacuate them from the area of operations. The U.S. State Department has responsibility for

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evacuation of nonessential personnel. In the event of a  
casualty, the host command will provide emergency medical

attention and send a Personnel Casualty Report (PCR), the same as  
for a service member. The host command or ICPDP will coordinate  
for evacuation of the individual or transport of remains to the  
home country. In the event of death or serious injury the Marine  
Casualty Section will notify the NOK and the employer.

r. Points of Contact. The following points of contact are  
provided.

(1) MARCORLOGCOM PP&O Current Operations OIC  
(229)639-7218(DSN 567),

(2) MARCORLOGCOM PP&O Current Operations Chief  
(229)639-7900 (DSN 567),

(3) MARCORLOGCOM Manpower Office (229)639-5750  
(DSN 567),

(4) MCLB Albany, Base Adjutant (229)639-5943  
(DSN 567),

(5) MCLB Barstow, Military Personnel Division  
(760)577-6727 (DSN 282),

(6) MCB, Manpower and Administration Department,  
(760)577-7376 (DSN 282),

(7) MCA, Program Management Branch (229)639-5389  
(DSN 567),

(8) Blount Island Command, Director's Office  
(904) 696-5100,

5. Command and Signal

a. Command. This LOI is applicable to all of MARCORLOGCOM.

b. Signal. This LOI is effective the date signed.

(Signed)  
A. H. SASS  
Chief of Staff

DISTRIBUTION: A